

[illegible]

INSTRUCTIONS FOR COMPLETING THE CERTIFICATE APPLICATION

The Certificate Application form is to be completed and submitted to POST whenever a certificate is requested.

Instructions for completing the form. Please type or print.

1. TYPE OF CERTIFICATE(S) REQUESTED: Enter the type of certificate(s) requested; a single Certificate Application form may be used to apply for multiple certificates. The following abbreviations may be substituted for full titles:

B - Basic	SB - Specialized Basic
I - Intermediate	SI - Specialized Intermediate
A - Advanced	SA - Specialized Advanced
S - Supervisory	SS - Specialized Supervisory
M - Management	SM - Specialized Management
E - Executive	SE - Specialized Executive

IDENTIFICATION INFORMATION

2. NAME: Enter the applicant's last name, first name, and middle name or initial. For prevalently used names (e.g., John Brown, Mary Smith), provide the middle name.
3. DATE OF BIRTH: Enter the applicant's date of birth (month, day, year) in numerical form (e.g., 10-31-60).
4. SOCIAL SECURITY NUMBER: Enter the applicant's social security number. This information will be used solely as the unique identifier for the applicant in processing appropriate POST records.
5. EMPLOYING AGENCY: Enter the full name of the current employing agency.
6. DATE EMPLOYED AS A PEACE OFFICER WITH CURRENT AGENCY: Enter the actual date of appointment as a peace officer (month, day, year) in numerical form.
7. SEX: Enter M (male) or F (female).
8. RACE: Enter the applicant's race or ethnic background; abbreviations may be used. This information will be used by POST for statistical purposes only. The following abbreviations may be used:
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|--------------|----------------------|-----------|
| A - Asian | N - Native American | W - White |
| B - Black | P - Pacific Islander | O - Other |
| F - Filipino | S - Spanish | |
9. CURRENT RANK/CLASSIFICATION: Enter the applicant's rank/classification (e.g., police officer, deputy sheriff, sergeant, lieutenant, captain, sheriff, chief of police, etc.).
10. DATE PROMOTED TO CURRENT RANK: Enter the date the applicant was appointed/promoted to current rank (month, day, year) in numerical form.
11. PEACE OFFICER STATUS: Complete the Penal Code Section under which the applicant was appointed as a peace officer (e.g., 830.1, 830.2, 830.4, etc.).

EMPLOYMENT HISTORY

12. PREVIOUSLY EMPLOYED AS A FULL-TIME, PAID PEACE OFFICER BY THE FOLLOWING AGENCY(S): Enter the full name(s) of the applicant's previous employer(s) (e.g., Blue PD, Green SD, Green Co. DA, etc.).
13. PEACE OFFICER STATUS: Complete the Penal Code Section under which the applicant served as a peace officer with the previous employer(s) (e.g., 830.1, 830.2, 830.4, etc.).
14. RANK/CLASSIFICATION: Enter the applicant's rank/classification while employed by previous employer(s) (e.g., police officer, deputy sheriff, sergeant, lieutenant, captain, sheriff, chief of police, etc.).
15. DATE EMPLOYED: Enter the date the applicant was employed and date terminated/resigned etc. (month, day, year), in numerical form, by previous employer(s).

TRAINING/EDUCATION HISTORY

16. SCHOOL WHERE BASIC TRAINING COURSE WAS COMPLETED: Enter the full name of the training facility where the applicant completed basic training. NOTE: Enter "BCW" if the basic training requirement was met through completion of the Basic Course Waiver process.
17. COURSE LENGTH - HOURS: Enter the total number of hours of basic training the applicant completed.
18. DATE STARTED: Enter the date the applicant started basic training (month, day, year) in numerical form.
19. DATE ENDED: Enter the date the applicant completed basic training (month, day, year), in numerical form, or, when appropriate, the date of completion of the Basic Course Waiver process.
20. COLLEGE/UNIVERSITY: Enter the full name(s) of the college(s) or university(s) the applicant attended.
21. DATES ATTENDED: Enter the beginning and ending dates (month and year), in numerical form, the applicant attended the applicable college/university.
22. EDUCATION UNITS: Enter the total number of semester or quarter units the applicant earned at the applicable college or university.
23. DEGREE: Enter the type of degree awarded to the applicant by the applicable college or university.

ATTESTATIONS

24. SIGNATURE OF APPLICANT AND DATE: The applicant must sign and date the attestation on the Certificate Application form.
25. TYPE/PRINT NAME OF CONTACT PERSON AND PHONE NO.: TYPE/PRINT the name, area code and telephone number of the person POST should contact regarding information submitted on or with this form.
26. SIGNATURE OF DEPARTMENT HEAD AND DATE, TYPE/PRINT DEPARTMENT HEAD'S NAME AND TITLE: The department head or designee must sign and date the form, and clearly type/print his/her name and title. If the department head authorizes someone to sign the application, a POST Certificate Authorization form, POST 2-270 (May '82) must be on file with POST.